



Scott Walker, Governor
Dave Ross, Secretary

Automatic Fire Sprinkler Contractor Maintenance Registration

Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Office location: DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

Application and Exam Fee (nonrefundable): \$75.00 class code 7630

Make checks payable to: State of WI - DSPS. The fee consists of a \$25 application fee and an exam fee of \$50. When the exam is passed, the applicant will pay a \$400 credential fee, prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for four years from June 30th.

Reason for Credential: Pursuant to ss. 145.15 (4), 145.165 and 145.175, Stats., no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a credential issued by the department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor-Maintenance, or a registered Automatic Fire Sprinkler Fitter-Maintenance. No credential is required if a person is repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual inspection and testing of an existing automatic fire sprinkler system and components as required by SPS 314 unless the person holds a credential issued by the department as a licensed Automatic Fire Sprinkler Contractor, a licensed

journeyman sprinkler fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor-Maintenance, a registered Automatic Fire Sprinkler Fitter-Maintenance or a registered Automatic Fire Sprinkler System Tester.

Requirements of Credential: Pursuant to s. 145.175, Stats., the activities under SPS 305.50 that may be undertaken by a person who holds a credential as a registered Automatic Fire Sprinkler Contractor-Maintenance shall be:

- Performed only within the facilities or properties of the business establishment where the person is employed; and
- Limited to modifying or extending an existing automatic fire sprinkler system by no more than 15 sprinklers per project.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

1. Are you requesting a waiver of your initial credentialing fee?

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____

Your application fee of \$25 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$50 for the exam fee at this time.**

☐ No Submit the fee of \$75.

2. Are you requesting equivalency of your military training and experience?

☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.

☐ No Complete the requirements for examination below.

You may contact DVA at 1-800-WisVets or www.WisVets.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in SPS 305 and 382.41; and NFPA standards 13 (2007 edition), 13R (2007 edition), 14, 15 (2007 editions), 20 (2007 edition), 22, and 25 (2008 edition) of the National Fire Protection Association; and Friction Loss Tables; 2009 IBC and SPS 361-365. The exam is open book. Copies of Wisconsin administrative codes may be obtained from Document Sales, 608-266-3358 or 800-362-7253. NFPA standards may be ordered from the National Fire Protection Association, 800-344-3555. When there is a change to Wisconsin codes, exams will cover the new codes one month after the effective date.

To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at DSPSSBCredentialing@wi.gov

Select one*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐

2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐

July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐

2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

2013 November 5 ☐

2014 January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

Education Hours Required to Renew: The renewal of a license as an Automatic Fire Sprinkler Contractor-Maintenance shall be contingent upon the person obtaining at least 12 hours of acceptable continuing education by March 31 of the year their credential expires. A person who holds a license as an Automatic Fire Sprinkler Contractor-Maintenance may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

If you pass the exam to obtain this credential, you will not be required to take any continuing education prior to your first expiration date. You will be required to fulfill the continuing education requirements starting after you have renewed your credential for the first time. If you obtain this credential by any other method, you will be required to fulfill the continuing education requirements at least three months prior to your expiration date.